Annual Review Process for Approved Technical Policies, Standards and Procedures

Glade Jarman

PSIC Project Manager

September 4, 2013

Public Safety Interoperable
Communications Office

Background

- The PSIC Office has established a framework for interoperable communications Policies, Standards and Procedures (PSPs) in accordance with SCIP initiative 4:

  - 5.8.2.1 Establish a PSP Framework, and Implement PSPs, Including SOPs, for Statewide Interoperable Communications Solutions
    - 1) Develop a statewide interoperable communications PSP Framework
    - 2) Develop consistent interoperable communications SOPs and SOP templates

- Currently 9 PSPs across three categories: Governance, Training, Technical

- Established standardized template and style guide to provide consistency when creating PSP documentation

- Established approval and versioning procedures

- All PSPs are posted online at: www.azpsic.gov/library/standards/

Existing PSPs

- Governance
  - PSCC - Operating Principles Document
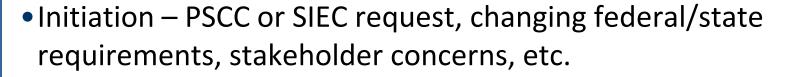 - SIEC - Operating Principles Document

- Training
  - Arizona Communications Unit Training Coordination Procedure
  - Arizona Regional All-Hazards Communications Unit Recognition Procedure
  - NIMS Communications Unit Workgroup (NIMS-CU) Policies and Procedures

- Technical
  - Land Mobile Radio Minimum Equipment Standards
  - Arizona Interagency Radio System (AIRS) State Plan - Standard Operating Procedures
  - Arizona Interagency Radio System (AIRS) Improvement and Sustainability Plan
  - Arizona Interoperable Channels Plan
    » Priority Programming Guide – Reference Guide of the frequency tables included in the Channels Plan
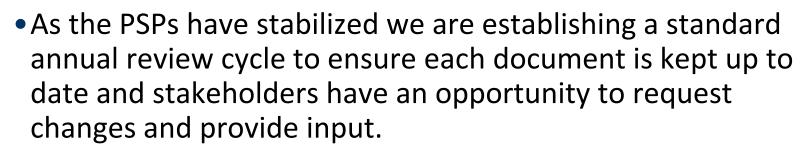
PSP Approval Process

- Initiation – PSCC or SIEC request, changing federal/state requirements, stakeholder concerns, etc.

- Internal PSIC Office drafting

- Workgroup / SME review

- Public comment period(s)
  - Stakeholder workshops
  - Requests for input / review

- Draft review – public meeting(s)

- Final review & approval – public meeting

Annual Review Process

- As the PSPs have stabilized we are establishing a standard annual review cycle to ensure each document is kept up to date and stakeholders have an opportunity to request changes and provide input.

- Each quarter, a set of PSPs will be presented for internal review, workgroup review and public comment.

- The results of the review will be presented to the PSCC or SIEC, as appropriate, to determine if revisions are needed.

  - If no revisions are needed then the last reviewed date will be updated and the document posted to the website. The original effective date will remain the same.

  - If revisions are needed, appropriate drafts will be reviewed & presented for approval. The last reviewed date and effective date will be updated.

Review Process

Each document will be reviewed for:

- Content Updates

- Conformance with:
  - SCIP Initiatives
  - Other more recent PSPs
  - National Emergency Communications Plan (NECP)
  - National Incident Management System – Incident Command System (NIMS-ICS) Principles
  - Guidance from agencies such as Office of Emergency Communications (OEC), Arizona Department of Homeland Security (AZDOHS), Department of Public Safety (DPS), Arizona Division of Emergency Management (ADEM), etc.

- Technical corrections, broken links, format, etc.

Review Cycle for PSPs and Other Documents

- Jan – Apr: Strategic Plans and Governance
  - *SCIP Update*
  - PSCC Operating Principles Document
  - SIEC Operating Principles Document

- Apr – Jun: Training
  - Arizona Communications Unit Training Coordination Procedure
  - Arizona Regional All-Hazards Communications Unit Recognition Procedure
  - NIMS-CU Policies and Procedures
  - *During this time the PSIC Office Plan and Statewide Education and Outreach Plan are also updated.*
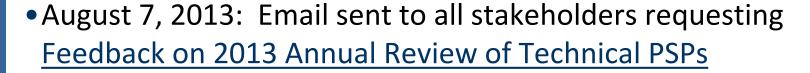
Review Cycle (cont.)

- July – Sep: Technical
  - Land Mobile Radio Minimum Equipment Standards
  - Arizona Interoperable Channels Plan
  - Priority Programming Guide
  - Arizona Interagency Radio System (AIRS) State Plan - Standard Operating Procedures
  - Arizona Interagency Radio System (AIRS) Improvement and Sustainability Plan
  - *AIRS Memorandum of Understanding (MOU)* *[DPS Document]*
    - » *During this time the AIRS MOU will also be looked at for possible recommendations to DPS.*

- Oct – Dec:
  - *Annual Reports to Governor, Legislature, and Federal agencies*
  - New PSP development if needed

2013 Technical Review Cycle

- August 7, 2013: Email sent to all stakeholders requesting Feedback on 2013 Annual Review of Technical PSPs

- August 21, 2013: Comments on Technical PSPs due to PSIC Office – No comments received

- August 21 – 30, 2013: Internal review of PSPs:

  - No changes identified for the core content.

  - All Technical PSPs require some conversion to the new format and require minor additional content:
    - » Introduction
    - » Background
    - » Purpose
    - » Scope
    - » Definitions
    - » References
    - » Administration
    - » Document Terminology

2013 Technical Review Cycle (cont.)

- September 4, 2013: Presentation and request for feedback from SIEC

- September 19, 2013: Presentation and request for feedback from PSCC

- Early September: Draft revisions of all Technical PSPs sent to interested parties email list and posted on the website

- Mid September: Workgroup review of PSPs

- Early October: Approval Draft of revised PSPs released

- October 15, 2013: SIEC presentation and possible approval of all revised Technical PSPs

- November 19, 2013: PSCC presentation and possible approval of Land Mobile Radio Minimum Equipment Standards and AZ Interoperable Channels Plan

TECHNICAL PSP REVIEW

Land Mobile Radio Minimum Equipment Standards

- The Land Mobile Radio Minimum Equipment Standard was established to implement certain radio features, nationally recognized to promote and maintain a higher level of interoperable communications among and between public safety jurisdictions and disciplines. It is recommended that all mobile and portable radio equipment purchased for the purposes of public safety emergency response communications meet or exceed these minimum standards.

  - Link: Land Mobile Radio Minimum Equipment Standards

  - Last Approved: September 18 , 2012

  - Missing: Definitions, References

- Changes, additions, concerns, or comments?

Arizona Interoperable Channels Plan

- The Arizona Interoperable Channels Plan establishes requirements and/or recommendations for programming of statewide interoperable channels into subscriber units and to provide guidance on the use of the interoperable channels during day-to-day and emergency use. The Plan is intended to standardize and increase interoperable communications throughout the state in the VHF, UHF, 700 and 800 MHz bands. It is suggested that the each agency incorporate these channels into their channel plan, train their users on their use, and utilize these channels during training, exercises and events involving multiple agencies and jurisdictions to assure proficiency.

  - Link: Arizona Interoperable Channels Plan and Priority Programming Guide

  - Last Approved: January 11, 2012

  - Missing: Definitions, References

  - Incorporate the Priority Programming Guide as an appendix

- Changes, additions, concerns, or comments?

AIRS State Plan - SOP

- This Standard Operating Procedure (SOP) defines how to use the statewide interoperability system known as the Arizona Interagency Radio System (AIRS). These procedures are intended to inform monitoring, dispatch and user actions regarding the system. This document also details the National Interoperability Channels and makes recommendations regarding their use and programming.

    - Link: Arizona Interagency Radio System (AIRS) State Plan - Standard Operating Procedures

    - Last Approved: January 11, 2012

    - Missing: Definitions

    - Tables that are now included in the Interoperable Channels Plan / Priority Programming Guide can now be removed from the AIRS SOP

    - AIRS Regional Monitoring Assignments Last Updated: May 2011

    - AIRS Suite Location Map Last Updated: October 2011

- Changes, additions, concerns, or comments?

AIRS Improvement and Sustainability Plan

- The AIRS Improvement and Sustainability Plan establishes requirements for the integration of locally procured AIRS site communications infrastructure into the AIRS system in order to improve the overall coverage of AIRS in Arizona. The procedure provides guidance for initial requests for new AIRS site approvals and documents ongoing maintenance responsibilities if new sites are approved.

  - Link: Arizona Interagency Radio System (AIRS) Improvement and Sustainability Plan

  - Last Approved: October 9, 2012

  - Definitions moved from Appendix to appropriate new template section

  - Updated DPS Contact Information

- Changes, additions, concerns, or comments?

Next Steps

- Please send any additional feedback as soon as possible to psic@azpsic.gov

- September 19: Presentation and request for feedback from PSCC

- Early September: Draft revisions of all Technical PSPs sent to interested parties email list

- Mid September: Workgroup review of PSPs

- Early October: Approval Draft of revised PSPs released for possible approval during next SIEC meeting

Questions / Discussion

Thank You!

Please send any additional feedback / ideas to:

gjarman@azpsic.gov